

STATE OF CALIFORNIA



MEMO

**To: ADMINISTRATION COMMITTEE
ARDASHES (ARDY) KASSAKHIAN, CHAIR
BISMARCK OBANDO, MEMBER**

Date: March 18, 2019

**From: TIMOTHY M. CORCORAN
DAWN KINDEL
HOLLY VICTOR**

Subject: ANNUAL UPDATE ON TRAINING PROGRAMS ATTENDED BY STAFF

The Board requested an annual update on training attended by staff. The following chart represents training programs attended since the last report in February 2018.

DATE	STAFF	TRAINING	LOCATION	COST
February 22, 2018	T. Corcoran	CalRVDA	Rancho Mirage	\$225
March 05, 2018	M. Turner	Legal Secretary Certification Training	Web-based	\$645
March 25, 2018	T. Corcoran	NADA	Las Vegas, NV	\$550
May 16, 2018	T. Corcoran	CNCDA	Sacramento	\$99
May 31, 2018	M. Turner	Support Staff Training	Sacramento	\$145
June 08, 2018	D. Kindel H. Victor	CPR/First Aid/AED	Sacramento	0
August 6-8, 2018	D. Nelsen R. Parker E. Matteucci D. Hagle D. Phomsopha	Decision Making	San Diego	\$8,990
August 21-23, 2018	M. Turner	Business Writing	Sacramento	0
September 19-22, 2018	T. Corcoran D. Kindel R. Parker D. Phomsopha	NAMVBC	New Orleans, LA	\$700
October 04, 2018	D. Phomsopha	Lobbying 101	Sacramento	\$275
October 05, 2018	R. Parker D. Phomsopha	California Style Manual	Sacramento	\$160
October 29, 2018	E. Ohta	Creating Accessible Adobe Acrobat DC PDF Documents	Sacramento	\$350
October 31, 2018	M. Turner	Writing Excellent Letters, Memos, and E-Mails	Sacramento	\$155
November 26-29, 2018	T. Corcoran	Automotive Conference	Los Angeles	\$495
December 10-11, 2018	M. Turner	Critical Thinking	Sacramento	\$300
January 24, 2019	T. Corcoran E. Matteucci	Automotive News Retail Forum	San Francisco	\$1,090
January 24-27, 2019	T. Corcoran E. Matteucci	NADA	San Francisco	\$1,200
January 25, 2019	D. Kindel S. Luke	Online Exam System	Sacramento	0

February 13-15, 2019	H. Victor	Introduction to Analysis	Sacramento	0
February 18, 2019	K. Pipkin	Evidence Challenges for ALJ's	Web-based	\$669
February 20, 2019	T. Corcoran	RV Industry Workshop	San Diego	\$300
February 21-22, 2019	D. Phomsopha	Basic Presentation Skills	Sacramento	0
April 09, 2019	D. Kindel S. Luke	Writing Effective and Compliant Duty Statements	Sacramento	\$310
TOTAL				\$16,658

The costs within the chart only reflect the cost of the registration. Other separate costs are also incurred such as lodging, mileage, and parking. Expenditures in this area will continue to be closely monitored.

This memo is being provided for informational purposes only. No Board action is required.

cc: Kathryn E. Doi, President